

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday May 3, 2022

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in the Council Chambers, Baraboo Municipal Building, 101 South Blvd. Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Koehler, Bobholz, Hazard, Petty, Skare
Absent: None
Staff: Patrick Cannon

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented with minor corrections.

Petty (1); Skare (2)

Aye: All via voice vote

Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for April 5, 2022 with minor corrections.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

VI. Presentation – Public Hearings

Welcome of Bryant Hazard as the new Council Representative to the CDA.

VII. Announcement of Public Events

An update of events in Baraboo was attached to the agenda.

VIII. Public Comment

None

IX. Receipt of Financial Statements and Approval of Vouchers

a. March 24, 2022 to April 28, 2022 Vouchers

b. Financial Statements – March, 2022

c. Vacancy Report

d. Outstanding Loan Report

e. Bank Balances

A motion was made to approve the vouchers from March 24, 2022 to April 28, 2022 as presented in the amount of \$38,988.48

Fordham (1); Bobholz (2)

Aye: All via voice vote

Nay: None

X. Executive Report

Attached

XI. Committee Reports

A. BEDC

Did not meet in April

B. Executive Committee

Met earlier in evening

C. Finance

Did not meet.

D. Loan Review Committee

Did not meet

XII. Old Business

1. Update on CDA Projects

i. Web Site

ii. Solar Energy

2. Library Project

The Project is underway.

3. Fire/EMS Update

Staff updated the Board on the progress. The site has not been purchased yet.

4. Update on RAD process for Corson Square

Baker Tilly continues to work on the project.

5. Update on the Energy Innovation Grant

Waiting on notification of award.

6. Consideration and discussion of No Candle/Open Flame Policy

No action was taken. The incorrect information was included in the agenda.

XIII. New Business

1. Consideration and discussion of awarding a contract to Five Bugles Design for architectural services for the Fire/EMS Project.

Earlier in the evening, the Executive Committee reviewed the proposed contract award to Five Bugles Design. This firm was selected based upon reviews by the Project Team.

After careful review, the Board accepted the recommendation of the Executive Committee to authorize a contract with Five Bugles Design for architectural services for

the Fire/EMS Project.

Motion:

To accept the recommendation of the Executive Committee to authorize a contract with Five Bugles Design for architectural services for the Fire/EMS Project.

Petty (1); Bobholz (2)

Aye: All aye via voice vote

Nay: None

2. Consideration and discussion of hiring Five Bugles Design to serve as the Construction Manager for the Fire/EMS Project.

The Project Team has recommended the use of a Construction Manager for the Fire/EMS Project. They felt that the use of a Construction Manager would help to expedite the project and coordinate the efforts.

The Executive Committee reviewed the request earlier in the evening and is recommending that the CDA Board approve the hiring of Five Bugles Design to serve as the Construction Manager for the Fire/EMS Project.

Motion:

To accept the recommendation of the Executive Committee to approve the hiring of Five Bugles Design to serve as the Construction Manager for the Fire/EMS Project.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

3. Consideration and discussion of Outdoor Grill Use Policy.

The Executive Committee has reviewed the changes at their prior meeting and approved the Policy. The Executive Committee is recommending that the Board approve the Outdoor Grill Use Policy.

Motion:

To accept the recommendation of the Executive Committee to approve the Outdoor Grill Use Policy.

Koehler (1); No second required

Aye: All via voice vote

Nay: None

4. Consideration and discussion of Community Area Use Policy.

The Executive Committee has reviewed the changes at their prior meeting and approved the Policy. The Executive Committee is recommending that the Board approve the Community Area Use Policy.

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Motion:

To accept the recommendation of the Executive Committee to approve the Community Area Use Policy.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

5. Board Member Referrals

The Board would like to review 2 to 3 policies per monthly meeting.

6. Public Comment

None

7. Adjournment

Motion:

To adjourn the meeting at 7:50 pm

Petty (1); Bobholz (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder